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Agenda item 107

PROGRAMME BUDGET FOR THE BIENNIUM 1994-1995

Revised estimates for conference services at Vienna

Tenth report of the Advisory Committee on Administrative and Budgetary Questions

1. The Advisory Committee on Administrative and Budgetary Questions has considered the report of the Secretary-General (A/C.5/49/24) on organizing conference-servicing staff at the Vienna International Centre into a single conference-servicing operation. During the consideration of the report, the representatives of the Secretary-General provided additional information to the Advisory Committee.

2. In paragraphs 1 to 5 of his report, the Secretary-General provides information relating to the question of the establishment of unified conference-servicing at Vienna. The Committee notes from paragraph 5 therein that the General Assembly, by its resolution 48/218 C of 23 December 1993, inter alia, stressed the need for the establishment of unified conference services at Vienna as soon as possible and that the General Conference of the United Nations Industrial Development Organization (UNIDO), at its fifth session in December 1993, adopted decision GC.5/Dec.19, urging the Director-General to finalize with the United Nations as soon as possible the arrangements for the transfer of administrative responsibility for conference services from UNIDO to the United Nations effective 1 January 1995. The representatives of the Secretary-General informed the Committee, however, that the most realistic date for the establishment of a unified conference service at the Vienna International Centre under the management of the United Nations would be 1 April 1995.

3. The proposals contained in the report of the Secretary-General are based on the above mandates of the General Assembly of the United Nations and of the General Conference of UNIDO and would involve the transfer to the United Nations of responsibility for the conference services currently provided by the Language

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and Documentation Division of UNIDO and responsibility for its administration. The Committee notes from tables 1, 3 and 13 of the report that the effect of the transfer of the responsibilities to the United Nations would be a net additional cost of $324,100 to the United Nations budget for 1994-1995. This represents the combined effect of additional requirements of $6,960,200 for conference services (sect. 25 E) and $577,300 for administrative services at the United Nations Office at Vienna (sect. 25 I), partially offset by an estimated increase of $7,213,400 in income from UNIDO.

4. The proposed staffing of conference services at the United Nations Office at Vienna, as reflected in table 2 of the report, provides for the establishment of 1 P-3 post and 39 General Service posts through conversion from temporary assistance, and the establishment of a D-1 and a P-4 post, offset by the abolition of a P-5 and a P-2/1 post. The Committee is of the view that the conversion should have been justified fully by reference to workload statistics, including trends in demand for conference-servicing at Vienna. The Committee was provided, at its request, with updated conference-services workload statistics at Vienna for the period from 1990 to 1994 (see annex I). The charts in annexes II and III to the present report, which illustrate the workload in such major components of conference-servicing as translation, text-processing, editing and meeting-servicing, are based on the workload statistics provided to the Committee.

5. The Committee was also provided, on request, with the vacancy status report (see annex IV) for conference services, Vienna, as at 31 December 1994, which shows 24 vacancies out of 94 established Professional posts (i.e. a 25 per cent vacancy rate) and 4 vacancies out of 102 established General Service posts. The Committee recommends that the Secretary-General examine the cause for the high vacancy rate in the Professional category before making any proposal in respect of the staffing table of conference services in Vienna. Furthermore, the Committee recommends that the Secretary-General utilize to the fullest extent possible the advantages that could accrue from technological innovations, especially in labour-intensive areas of conference-servicing.

6. The Committee had some doubts about the efficiency of the proposed organigramme of the unified conference service at Vienna, especially with regard to the number of General Service posts in the Office of the Chief of the Translation and Editorial Service (4), in the Documents Control Section (12), in text-processing (56) and in reference and terminology (10). The Committee was informed that the internal classification procedures have not yet been completed for the proposed new posts.

7. With regard to the proposed increase of $577,300 for administrative services at the United Nations Office at Vienna, the bulk of which relates to general temporary assistance ($439,200), the Advisory Committee was not convinced that the transfer of responsibility for the administration of the Language and Documentation Division from UNIDO will give rise to such an increase in the workload of the administrative services at Vienna as to justify an additional 108 work-months; moreover, the Committee recalls that, for the biennium 1994-1995, the Division of Administration and Common Services has already been strengthened with a substantial number of additional staffing resources, namely 6 Professional posts and 25 General Service posts. The

Committee believes, therefore, that the Division of Administration and Common Services should be in a position to accommodate, if necessary, within its existing resources for 1994-1995, any additional staffing requirements arising from the transfer from UNIDO of responsibility for the administration of the Language and Documentation Division.

8. In view of the above, the Advisory Committee recommends that the General Assembly approve the establishment, within existing resources under budget sections 25 E (Conference services, Vienna) and 25 I (United Nations Office at Vienna), of a unified conference service at the Vienna International Centre under the management of the United Nations effective 1 April 1995. Additional requirements, if any, that cannot be accommodated within existing resources should be reflected in the Secretary-General's final budget performance report for the biennium 1994-1995.

9. Furthermore, the Committee recommends that the Secretary-General review, in the context of his proposed programme budget for 1996-1997, the requirements for conference-servicing staff for and the organigramme of the unified conference services at the United Nations Office at Vienna on the basis of the most updated actual workload statistics and the related United Nations workload standards in conference-servicing and taking into account the current and future demands for conference servicing in Vienna and capabilities of technological innovations. The proposed staffing structure should be based on the results of classification of posts.

Annex I

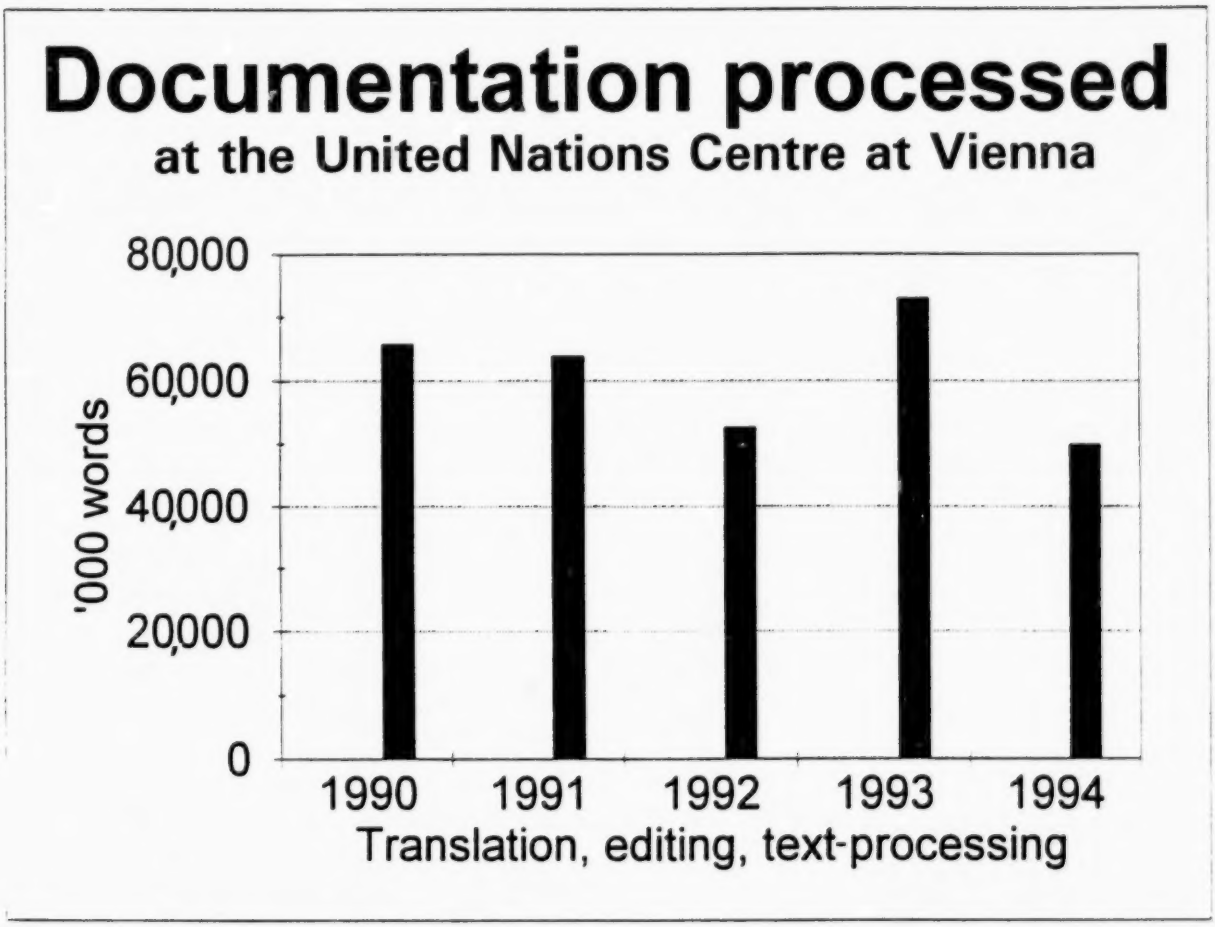
CONFERENCE-SERVICES WORKLOAD AT VIENNA

Vienna	1990	1991	1990-1991	1992	1993	1992-1993	1994
Translation/revision							
Internal ('000 words)	18 779	17 050	35 829	14 040	19 255	33 295	15 141
United Nations	12 413	9 859	22 272	8 981	12 279	21 260	10 925
UNIDO	6 366	7 191	13 557	5 059	6 976	12 035	4 216
Contractual translation ('000 words)	1 517	2 718	4 235	2 148	3 330	5 478	493
United Nations	987	1 298	2 285	1 665	2 768	4 433	390
UNIDO	530	1 420	1 950	483	562	1 045	103
Text-processing							
Internal ('000 words)	38 084	33 348	71 432	27 811	38 711	66 522	29 196
United Nations	23 213	18 978	42 191	16 318	23 010	39 328	19 914
UNIDO	14 871	14 370	29 241	11 493	15 701	27 196	9 282
Contractual text-processing	3 722	6 858	10 580	4 884	6 935	11 819	1 176
United Nations ('000 words)	2 561	3 655	6 216	4 028	5 667	9 695	932
UNIDO	1 161	3 203	4 364	856	1 268	2 124	244
Editing ('000 words)	3 603	3 748	7 351	3 678	4 724	8 402	3 919
United Nations	1 530	1 576	3 106	1 972	3 269	5 241	2 158
UNIDO	2 073	2 172	4 245	1 706	1 455	3 161	1 761
Documents control (jobs)	14 719	17 904	32 623	13 698	15 667	29 365	11 682
United Nations	7 628	9 023	16 651	7 090	8 279	15 369	7 053
UNIDO	7 091	8 881	15 972	6 608	7 388	13 996	4 629
Documents control (printed pages)	369 357	402 099	771 456	326 129	353 752	679 881	262 841
United Nations	145 675	143 060	288 735	128 395	144 063	272 458	121 349
UNIDO	223 682	259 039	482 721	197 734	209 689	407 423	141 492
Correspondence ('000 words typed)	688	750	1 438	817	596	1 413	620
United Nations	361	351	712	497	354	851	372
UNIDO	327	399	726	320	242	562	248
Reproduction ('000 page impressions)	88 747	88 090	176 837	73 707	85 174	158 881	75 054
United Nations	44 415	37 839	82 254	39 656	49 029	88 685	45 143

Vienna	1990	1991	1990-1991	1992	1993	1992-1993	1994
UNIDO	44 332	50 251	94 583	34 051	36 145	70 196	29 911
Copy preparation (time logged/hrs)	9 901	11 354	21 255	13 627	12 875	26 502	12 187
United Nations	4 988	6 037	11 025	7 600	7 294	14 894	7 724
UNIDO	4 913	5 317	10 230	6 027	5 581	11 608	4 463
Distribution ('000 pieces)	4 527	4 809	9 336	4 067	4 300	8 367	4 000
United Nations	2 249	2 232	4 481	1 973	2 205	4 178	2 367
UNIDO	2 278	2 577	4 855	2 094	2 095	4 189	1 633
Interpreter days	3 481	4 768	8 249	3 568	4 921	8 489	4 217
United Nations	2 850	3 562	6 412	2 013	2 922	4 935	2 483
UNIDO	631	1 206	1 837	621	960	1 581	445
IAEA				934	1 039	1 973	1 289
Meetings serviced	1 913	2 349	4 262	1 661	2 063	3 724	1 468
United Nations	838	995	1 833	716	831	1 547	853
UNIDO	1 075	1 354	2 429	945	1 232	2 177	615

Source: Statistics used for cost-sharing for the Joint United Nations UNIDO Language and Documentation Services and Meetings Planning and Interpretation Services.

Annex II


Documentation processed
at the United Nations Centre at Vienna
'000 words
80,000
60,000
40,000
20,000
0
1990
1991
1992
1993
1994
Translation, editing, text-processing

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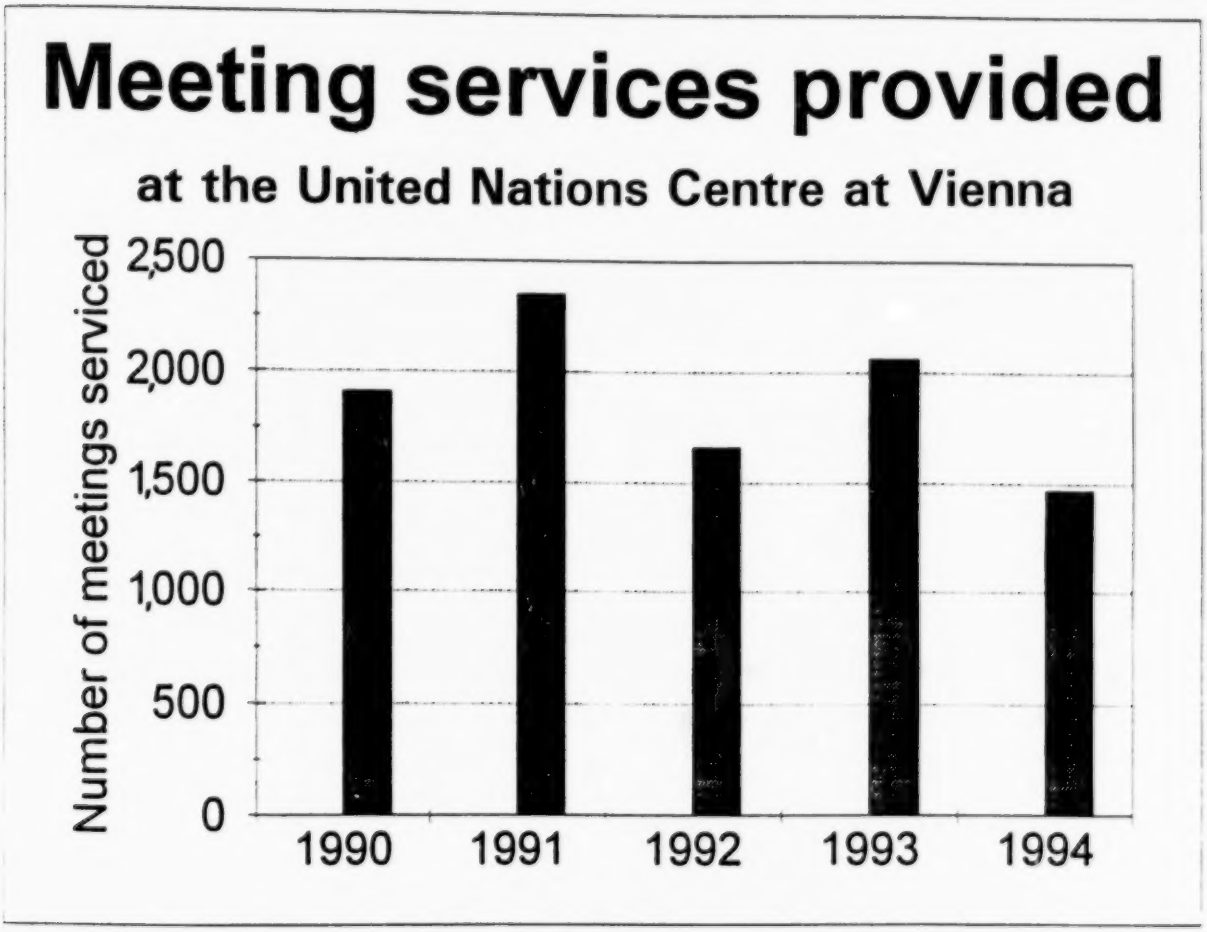
Annex III


Meeting services provided
at the United Nations Centre at Vienna
Number of meetings serviced
2,500
2,000
1,500
1,000
500
0
1990
1991
1992
1993
1994

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Annex IV

VACANCY RATES BY GRADE, CONFERENCE SERVICES, VIENNA
AS AT 31 DECEMBER 1994

	Language and Documentation Division					
	UNIDO posts		United Nations Office at Vienna posts administered by UNIDO		United Nations Office at Vienna Interpretation and Meetings Planning Service	
Grade	Posts	Vacancies	Posts	Vacancies	Posts	Vacancies
D-1	1	-	-	-	-	-
P-5	7	1	-	-	2	-
P-4	17	5	8	2	13	3
P-3	20	8	12	3	9	2
P-2/1	4	-	-	-	1	-
GS (Principal)	5	2	-	-	1	-
GS (Other)	74	1	16	1	6	-
Total	128	17	36	6	32	5

Note: Twenty-eight of the 196 established posts, or 14.3 per cent, are vacant.